



## Branch Application

## Instructions

Section 1

Page 1 of 2

## Read the following carefully before you complete this form

A licensee wishing to establish one or more locations in addition to the principal place of business shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application form for each site.

The attached application is to be used by, only the license types listed below, who are applying for branch licenses. Please ensure that all requested information in the application is completed prior to your submission. The application fee for each location must accompany the original application.

### Application fees are non-refundable and are listed below.

Also, include the prorated license fee with the application to expedite the license process. To determine the prorated license fee, refer to your type of license, look under the column for the month of the application. In addition you will be required to pay an annual renewal fee for each branch license.

### This Department does not make copies.

License Type	Application Fee	Plus - Prorated License Fees			
		Jan/Feb/Mar	Apr/May/June	July/Aug/Sept	Oct/Nov/Dec
Escrow Agent	\$500.00	\$187.50	\$125.00	\$62.50	\$250.00
Trust Company	\$500.00	\$250.00	\$187.50	\$125.00	\$62.50
Sales Finance	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
Debt Management	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
Consumer Lender	\$500.00	\$100.00	\$50.00	\$200.00	\$150.00
Premium Finance Company	\$0.00	\$300.00	\$300.00	\$150.00	\$150.00
Motor Vehicle Dealer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Continued	continued	Nov/Dec/Jan	Feb/Mar/Apr	May/June /July	Aug/Sept/Oct
Collection Agency	\$500.00	\$50.00	\$200.00	\$150.00	\$100.00
Deferred Presentment	\$500.00	\$150.00	\$100.00	\$50.00	\$200.00
Money Transmitter	\$500.00	\$25.00	\$18.75	\$12.50	\$6.25

**NOTE:** Shaded application branch types above must be Arizona locations only.

Make check payable to the, **Arizona Department of Financial Institutions or AZDFI** and drop off or mail to **2910 North 44<sup>th</sup> Street, Suite 310, Phoenix, AZ 85018**. The Department will not accept credit or debit cards or an electronic submission of this application. Please submit one (1) check for both the application(s) and license(s) fee.



## Branch Application

Section 1

Page 2 of 2

Type or legibly print all information.

To the Superintendent of Financial Institutions:

**1. Principal Licensed Location Information (found on principal license):**

License Type:		Principal Arizona License Number:	
Exact Name of Licensee:			
Exact DBA / Trade name if applicable:			
Address on your "Principal" license:			
City:		State:	Zip Code:
Telephone Number: ( ) - ext.	Fax Number: ( ) -	Toll Free Number: ( ) -	

**2. Hereby request permission to establish a branch office at the following location:**

Designated Branch Manager (Overseer or Contact Person):		Branch Location Type (check one) <input type="checkbox"/> *Commercial <input type="checkbox"/> Residential	
Address Line 1:			
Address Line 2:			
City:		State:	Zip Code:
Telephone Number: ( ) - ext.	Fax Number: ( ) -	Toll Free Number: ( ) -	

**3. Individual to contact regarding the processing of this branch:**

Name:		Title:	
Address:			
City:		State:	Zip Code:
Direct Telephone Number & Extension: ( ) - ext.	Fax Number: ( ) -	Toll Free Number: ( ) -	

**4. Authorized Individual:** I hereby certify that to the best of my knowledge, this application contains no misrepresentations or omissions of material facts. An Owner/Officer/Member on file with our Department must sign this form.

Print Name & Title:			
Signature:			
Direct Telephone Number & Extension: ( ) - ext.	Fax Number: ( ) -	Toll Free Number: ( ) -	

**Checklist for Branch Compliance****The following items must be attached to this completed form:**

- ☐ Completed Application (1 through 4) Only the completed original signed application will be accepted.
- ☐ Application Fee
- ☐ Prorated Licensing Fee

Did you make &amp; keep a copy for your records?